



A Snapshot of IES

IES (an acronym for International Education Services) is a Japanese corporation founded in 1969 in midtown Tokyo with a branch office/school in the center of Osaka. Our office in Tokyo is located between Shibuya and Ebisu, two of the trendiest areas in Tokyo.

IES management has been guided since its beginning by both Japanese and Western management policies and practices. IES management makes a continuing effort to provide a supportive workplace that considers the welfare of its employees and students in a complex multi-cultural environment. Feedback from employees and students is encouraged so that problems, whenever they are identified, can be reviewed and resolved.



IES office, Shibuya

Since starting in 1969, our instructors have taught tens of thousands of Japanese students at over 4,000 corporations, governmental offices, non-profits, universities, high schools, junior highs, and elementary schools throughout Japan.

We currently employ over 150 full-time and part-time instructors representing 20 nationalities. While English is the predominant language, our instructors also teach Chinese and numerous other languages for Japanese

who are deployed overseas by their employers.

Our senior management team consists of Japanese, American and British employees that have worked closely together for IES for over 30 years, as well as 40 bilingual Japanese administrative staff. While the introduction of new technologies is an ongoing requirement and we are constantly investing in the latest software and hardware, IES management also recognizes that our employees are clearly what has made IES a successful organization.

Many of the texts and various learning materials that are used in our classrooms have been developed by our instructors. We also use texts and learning materials from leading publishers. In addition to our own learning materials, we develop customized texts on requests from clients.



IES office, Shibuya

Who Will You Be Teaching?

Your students and your assignments with IES will depend on your professional background and our current openings.

In The Schools

If your background is in teaching K-12, you will be assigned to teaching Japanese students in elementary, junior high, high schools, and universities. In addition, you may be assigned to teaching English to Japanese employees in corporations or governmental agencies. Your students at elementary schools, junior highs, high schools, and universities are very eager to learn English. You will very likely be the first non-Japanese person they have ever spoken to. The schools we currently teach are located in and around Tokyo and Osaka.



At Japanese And Multinational Corporations



Individuals with pharma, engineering, and other professional backgrounds will do most of their teaching in major Japanese corporations and governmental agencies. Our instructors teach at the largest Japanese corporations such as Mitsubishi Heavy Industries, Hitachi, Toshiba, Olympus, Takeda, Honda and Toyota. Our instructors also teach at

the subsidiaries of multi-national corporations like Bristol Myers Squibb, Pfizer, Gap Japan, Honeywell etc.

At the corporate level, your students may be senior executives that have returned to Japan after working for several years in places like London, Frankfurt, New York, or San Francisco. Young diplomats from the Gaimusho (Foreign Affairs Ministry) wishing to raise their English to a level acceptable for assignment to Japanese embassies around the world could also be your students. Managers in Japanese corporations planning a trip to places like Europe or Southeast Asia, or recent college graduates known as 'freshmen' that have just joined their employer may be members of your class. IES has corporate clients across the entire spectrum of industry.

At Government Ministries And Agencies

Your students at governmental agencies will be from such organizations as Customs, Immigration, Self-Defense Forces, Ministry of Communications, the Post Office, the Ministry of Finance. You may also help to train Japanese diplomats being assigned to Japan's embassies around the world.



Who Is Qualified To Teach With IES?

All of our instructors have a B.A., B.S. or Master's degrees. A few also have Ph.Ds. Individuals with Associate Degrees may be accepted to teach in elementary or junior high schools provided they already have teaching experience.



For a number of corporations, IES instructors are working in offices, laboratories, and factories alongside the regular employees to provide assistance to their business related linguistic problems and assist them in completing their on-the-job activities.

Teaching credentials or classroom experience, while always helpful and a factor in selection, are not the only prerequisites for employment with IES. Applicants will be evaluated on the strength of their academic background, professional experience and personality. IES deliberately employs individuals from a wide range of professional fields. IES is an equal opportunity employer.

No knowledge of Japanese is required. Only English is used for classroom instruction.

Benefits Of Teaching At IES Short And Long Term

Achieving Personal Satisfaction

Helping others to learn is one of the most satisfying activities in which an individual may participate. During your employment with IES, you will have the opportunity to help several hundred Japanese students communicate more effectively in English. For many of these individuals, you will be the first non-Japanese instructor they have ever met; they will remember you long after you have taught them.



Future Career Opportunities

For instructors with professional backgrounds interested in careers in global business, employment with IES will pay back great dividends when seeking future employment. Relatively few professionals from the US have lived and worked in Japan for an extended period of time at Japanese corporations nor had the opportunity to learn how the Japanese conduct business. IES teaching experience will give your resume added impact from the point of view of prospective employers especially in the ever growing number of subsidiaries of Japanese corporations with operations in the US, the UK and Continental Europe. Teaching experience in Japan with IES will, therefore, be a definite plus in singling you out when you apply for a position.

For instructors teaching elementary, junior high, high schools and universities, your experience in Japan will always be a definite plus in applying for a teaching position in the US, UK or elsewhere in the world.

Getting Started In Japan

Acquiring Your Work Visa

IES works with you, putting your own and our documentation together in the way that Japanese Immigration requires. We will inform you what documents Japanese Immigration requires in addition to a current passport. An IES Japanese employee will visit Japanese Immigration in advance and meet with one of their representatives to present, discuss, and answer any questions to obtain your visa. IES receives your Visa Pre-Approval from Japanese Immigration and mails it to you. The visa is required for you to legally engage in gainful employment in Japan.



Joining The National Health Care Plan & Reimbursement For Medical Insurance

Japanese health care is very high quality. Everyone is entitled to join the National Health Insurance Program. You pay 30% and the Japanese government pays 70% of your medical and hospital costs. Our coordinator working with you will instruct you how to obtain coverage in the first week or two after your arrival.

Help With Housing

After you arrive in Tokyo or Osaka, you will be assisted in locating housing by an IES coordinator.

IES introduces newly arrived instructors to reputable housing agencies or real estate firms. The IES Housing Co-ordinator reviews the contract between you and the owner of the residence in which you have interest. IES acts as your guarantor. Following the Japanese rental system, everyone needs a guarantor.

Our coordinator will help you find an economical, conveniently-located apartment and IES will provide the necessary guarantorship. You will be responsible for securing and paying for airfare to Japan, your moving-in costs, furnishing your apartment, monthly rent, the security deposit to the owner, utilities and the payment to the real estate agent.



**IES Instructor Apartments,
Tokyo**

More On Settling In Your Residence

After you decide on a residence, the IES coordinator will assist you in opening a bank account and registering at your local ward office in Tokyo or Osaka. All non-Japanese need to register at their local ward office. Assistance will also be provided in getting a cellphone, finding the nearest train or subway station, getting an Internet connection, hooking up water and gas, etc.



Orientations You Will Receive To Prepare You To Teach Japanese Students

Shortly after you arrive, you will receive a series of paid orientations to prepare you to teach Japanese students. You will also receive various manuals you can use in your classroom and in planning your lessons. These manuals have been written by our instructors and are continually updated. Your initial orientations will cover everything you need to know about IES administrative and personnel policies. Subsequent orientations will focus on the courses you will teach, teaching techniques, the texts and learning materials available to you, student evaluation, etc.

Your Opportunity For Creativity

IES instructors have considerable discretion in guiding their students. Although IES has its own texts, as well as videos, CDs and audiocassettes, we also maintain a well-stocked library of supplementary learning materials from which creative lesson plans can be constructed.

Living In Japan

Living in Tokyo, Osaka or Kyoto is a unique experience. In addition to those aspects that are truly Japanese, Tokyo and Osaka are very modern cities with all the amenities, shopping, entertainment and nightlife that are to be expected in a major metropolitan area. According to some Western writers, Tokyo and Osaka have become unrivaled in urban development with multi-billion developments. Japanese cities are among the safest cities in the world, with extremely low crime rates, especially when compared with most Western cities. Major Japanese cities have something for every taste, from world-class museums and parks to a truly vibrant nightlife. In addition, there are traditional festivals as well as cultural and sporting events that occur throughout the year.



Providing A Supportive Environment

Instructors need a supportive environment to teach most effectively. For every class, IES instructors work closely with a co-ordinator in either our Tokyo or Osaka offices. Should any problem arise, instructors can contact the co-ordinator in charge of that particular client for assistance. The co-ordinator will also communicate with the instructor if his/her students have a preference or dissatisfaction with any aspect of the course such as the text or learning materials. An experienced member of the teaching staff is also always available to discuss your ideas about a specific class. This strong internal network helps IES instructors resolve any problems or misunderstandings that may infrequently occur and provides reassurance and guidance. This team approach results in IES having a high percentage of its clients continue training with us. This mutually supportive system also allows instructors to improve their abilities and self-confidence in the classroom.

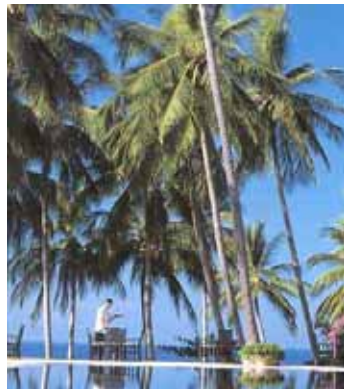


Sightseeing In Japan And Travelling In Asia



As well as living in exciting cities like Tokyo and Osaka, indigenous Japanese culture is very rich offering numerous opportunities to experience a wide variety of foods, festivals and nature throughout the 47 prefectures. Japan is also perfectly located as the starting point for either brief or extended visits to other countries in Asia either during or after completion of your

employment with IES. Many IES instructors visit such interesting destinations as Burma, Cambodia, China, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand and Vietnam before returning home.



For Further Information

If you are interested in pursuing the possibility of a teaching position in Japan with IES, please don't hesitate to contact us.

Please e-mail our Academic Director, Damian Thomas (dthomas@iesnet.co.jp), or our Recruitment Manager, Brian Champagne (bchampagne@iesnet.co.jp), in Tokyo.



INTERNATIONAL EDUCATION SERVICES
インターナショナル エジュケーション サービス株式会社

Rose Hikawa Building, 22-14, Higashi 2-chome, Shibuya-ku, Tokyo 150-0011 Japan
Telephone: (03)3498-7101 Fax: (03)3498-7113 E-mail: info@iesnet.co.jp